## Energy & Environment Ms. Flarend Voicemail: x4209

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**Policies**

**When you enter the room:**Answer the bell question upon arrival into the room. Be sure to check the TV for assignments/announcements

Of course, I expect you to be in your assigned seat when the bell rings. Please do not linger outside the door.

Class Discussion / Asking Questions I encourage you to ask questions during class discussions/lectures. You need not raise your hand as long as you do not interrupt other members of the class. I will ask a lot of questions during class. Please, please please do not shout out the answers because by doing this you take away the chance for all students to participate. I will either ask for volunteers or will randomly choose people.

LabsA portion of your lab grade will be participation and equipment management, so please join in your lab group and take good care of the lab equipment. Most labs will require you to fill out some sort of paper record. EVERY student is responsible for a paper. I will assign a ZERO to you if you do not participate.

HomeworkFor your own protection, never hand a paper directly to me – it may end up as scratch paper!Homework points are assigned based upon both effort and accuracy. Therefore it is in your best interest to try all the questions and turn in your best effort. In general**, I will be unable to accept any assignment turned in more that 1 day late**. Points will be deducted from assignments turned in a day late. Your homework MUST be your own work. If I receive papers that are very similar, I will assign a zero for that homework. You can help each other, but your final work should be your own.

Tests Test will be short answer, short mathematical problems, multiple choice questions and laboratory measurements. You will be allowed to use reference papers. If you lose yours, blank copies of most are available on the wikispace. Cheating will not be tolerated. Consequences for cheating are set out in the Student handbook. Copying someone else’s homework is cheating!!

Absences Frequent absences are troublesome due to the hands-on nature of the course. In order to aid you when returning from an absence, a journal will be kept each day of class. This journal will be maintained by a different student each day and will contain bell questions, class notes, a class summary and handouts. It is your responsibility to check this journal at the beginning of class when you return and ask the journal keeper about items that you do not understand. You MUST make up any bell question missed during your absence..Exiting the Classroom I will dismiss you from the room. Please do not start to gather your materials before class has ended. It is a great distraction to others and downright rude to me. Remember to put away materials before leaving and take all your possessions with you